

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS  
ORIENTATION SUB-COMMITTEE  
Friday, December 12, 2014 – 3:30 P.M.  
100 West Keenan Street, Rhinelander, Wisconsin**

**Members Present:** Bix, Hammer, Tuckwell

**Members Absent:** None

**Call Meeting to Order:** Chair Bix called the meeting to order at 3:30 P.M. Also present were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW), and Judy Troyk, Director, ADRC-NW.

**Public Comment & Introductions:** There were none.

**Approval of the Agenda:** Hammer moved to approve the agenda with six items; Tuckwell seconded. All Ayes. Motion Carried.

**Approval of the Minutes of the December 2, 2014 Orientation Sub Committee Meeting:** Hammer moved to approve the minutes of the December 2, 2014 Orientation Sub-Committee meeting; Bix seconded. All Ayes. Motion Carried.

**Review & Develop Board of Directors Orientation Manual:** The Sub-Committee continued reviewing materials for inclusion in the Board of Directors Orientation Manual. Bix will continue to bring the materials together.

**Set Next Meeting Date, Time & Place:** The next meeting of the Orientation Sub-Committee will be Friday, December 19, 2014 at 11:00 A.M.

**Adjournment:** With no further business, Hammer moved to adjourn; Bix seconded. All Ayes. The meeting was adjourned at 3:52 P.M.

**Handouts:** Minutes of the December 2, 2014 Orientation Sub-Committee meeting.